



# *Fleet Logistics Center Jacksonville Mail Orderly Training*



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*Ready. Resourceful. Responsive!*



*Charles L Ramsey, FLC Jacksonville  
Director of Postal Operations  
FY15*



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## **COURSE OVERVIEW**

- ☐ **Mail Orderly Appointment**
  - Designation**
  - What Can Be Handled**
- ☐ **Mail Composition and Make Up**
  - General Mail Preparation Guide**
  - Official Mail**
  - Accountable Mail**
  - Expedited Services**
  - International Mail**
  - Inter-Area Mail**
  - Official Mail**
- ☐ **Directory Service**
- ☐ **Responsibilities**
  - Security**
  - Mail Pick up & Delivery**
  - Transportation**
  - Accountability**





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## **DESIGNATION OF UNIT MAIL CLERKS AND MAIL ORDERLIES**

- ❑ Prior to entering into mail-handling duties, all personnel shall receive, at a minimum, training in:
  - ❖ The importance of safeguarding mail.
  - ❖ Handling of accountable mail.
  - ❖ Timely delivery of mail.
  - ❖ Consequences for negligence of duty.



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## **DESIGNATION OF UNIT MAIL CLERKS AND MAIL ORDERLIES (CONT)**

- ☐ Commanders or designated representatives (Department Heads, Division Officers or Official Mail Managers) shall designate unit mail clerks, or mail orderlies.
- ☐ Personnel must meet the qualifications in OPNAVINST 5112.6D and DOD 4525.6-M.
- ☐ Appointment must be in writing utilizing the “Offenses Against The Mail Statement” (OPNAV Form 5112/1) and a DD Form 285 issued...a copy of each must be kept on file in the post office or mail center.
- ☐ DD Form 2260 may be used in lieu of keeping a copy of the DD Form 285 in the post office or mail center.





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## DD FORM 285 (APPOINTMENT OF MAIL ORDERLY)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE	2. DATE REVOKED
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i>			
4. RANK OR GRADE	5. SSN	6. TITLE OF APPOINTEE	
7. ORGANIZATION/ACTIVITY		8. APO, MPO OR CONUS INSTALLATION	
9. MAIL AUTHORIZED TO RECEIVE <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CELRK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDA- TION MAY BE BY IMPRESSION OF THE UNIT'S OFFICIAL SEAL.	
Personal <i>(All)</i> <input type="checkbox"/>	Official <i>(Except accountable)</i> <input type="checkbox"/>		
Personal <i>(Except accountable)</i> <input type="checkbox"/>	Official Pouches Only <input type="checkbox"/>		
Official <i>(All)</i> <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL		SIGNATURE OF APPOINTEE	

DD Form 285, JUN 67





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## **DESIGNATION OF UNIT MAIL CLERKS AND MAIL ORDERLIES (CONT)**

- ☐ All mail orderlies and unit mail clerks will sign an **Offenses Against The Mail Statement (OPNAV Form 5112/1)** and this statement must be kept on file in the post office or mail center
- ☐ Personnel working in a CMF or other official mail center will be designated as mail clerks not Navy Postal Clerks
- ☐ Personnel picking up mail direct from a Navy Mail Center, Mail Room, Navy Post Office, or direct from a U.S. Postal Service facility will be designated as mail orderlies



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**OFFENSES AGAINST THE MAIL AND MAIL ORDERLY DESIGNATION FORM  
(NOTICE AND ACKNOWLEDGEMENT)**

RATE/FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Ref: (a) COMNAVINST 5112.4P  
(b) DODDME 4521.4-M  
(c) Administrative Support Manual (ASM)

1. **Purpose and Use.** This document supplies a notice and acknowledgement of general mail security matters, laws and rules and the sanctions imposed for violations thereof. This document shall also be used to designate a mail orderly. Reference (a) requires Navy personnel designated to receive, process, maintain and deliver mail to endorse this form at initial designation and annually thereafter. Mail orderlies at initial designation only. The endorsed form must be maintained in the member's service record and a copy filed in the post office.

2. **General.** References (a) and (b) require the Military Postal System to preserve the security of all mail in its custody and protect it from unauthorized opening, inspection, reading, tampering, delay or other offenses against the mail. Mail is considered to be in the possession of the U.S. Postal Service or Military Postal Service from the time deposited in an authorized civilian or military post office, authorized mail depository, or given to an authorized unit mail clerk for posting until it is delivered to the addressee or an authorized representative.

3. **Sanctions.** Military Postal Clerks (MPCs), Unit Mail Clerks (UMCs) and mail orderlies who commit or allow others to commit an offense against the mail are subject to administrative discipline, court martial or criminal prosecution leading to a fine, imprisonment or both.

4. **Specific Duties and Restrictions.**

a. **Tampering.** Tampering with or degradation against mail matter are offenses against the United States and are punishable by law. MPCs, UMCs and mail orderlies will not break or permit to be broken the seal of First Class matter while it is in military postal channels. Packages Services mail delivered to certain nonmailable matter may be opened by command postal officers in the presence of a witness (DOD 4521.4-M, CIO 7.8).

b.  **safeguarding Mail.** MPCs, UMCs and mail orderlies may be held responsible for loss brought about by failure to safeguard mail entrusted to their care. When UMCs are absent from unit mailrooms, receptacles for registered and certified mail and entrance to the unit mailroom will be locked. Mail in the custody of UMCs or mail orderlies will not be subject to delay, interception or search. Mail will be delivered only to the addressee, an agent designated by the addressee in writing, or to the servicing post office for outgoing mail (DOD 4521.4-M, C3.2.8).

c. **Moving the Mail.** When a designated MPC, UMC or mail orderly is unable to consult a supervisor concerning proper mail security procedures in a particular matter and when postal regulations or written directions issued by the Postal Inspection Service or General Counsel do not detail lawful security procedures in the matter, the member must protect the mail in all respects and move it or permit it to move without interruption to its destination. (Ref c, chapter 2, 174.1)

5. **Some Assessed Criminal Offenses (non-mailable).**

a. **Obstruction of Correspondence and Theft or Receipt of Stolen Mail Matter.** Whoever steals, takes or obtains by fraud, any correspondence, post card, package or pouch from an authorized mail depository; opens or destroys such mail; or removes from such mail or anything contained therein is subject to a fine of not more than \$2,000 or imprisonment for not more than five years, or both. Any person buying, receiving, concealing or unlawfully possessing mail matter or contents thereof, knowing same to have been stolen, also will be subject to a fine or imprisonment (18 USC 1708).

b. **Mailing Cheques or Crime Involving Matter.** Whoever deposits in a post office or authorized mail depository any letter, package or other mail matter containing cheques or indecent pictures, writings or publications is subject to a fine of not more than \$5,000 or imprisonment for not more than five years, or both (18 USC 1461).

DOD Form 5112/1 (Dec 94) S/N 5100-LP-128-4600

**OFFENSES AGAINST THE MAIL AND MAIL ORDERLY DESIGNATION FORM  
(NOTICE AND ACKNOWLEDGEMENT) (Reverse)**

6. **Removal of Postage Stamps From Mail.** Whoever unlawfully or willfully removes from mail matter any stamp attached thereto in payment of postage shall be fined or imprisoned for not more than one year, or both (18 USC 1705).

7. **Intentional Destruction to Mail Bags or other Equipment.** Whoever tears, takes or otherwise damages mailbags or other equipment used or designated for use in the conveyance of the mail, or draws or breaks any staple or loosens any part of any lock, chain or strap attached thereto with the intent to rob or steal such mail or to render the same insecure shall be fined or imprisoned for not more than three years, or both (18 USC 1704).

8. **Punishment of Accessories After the Fact.** Whoever, knowing that an offense against the United States (U.S. Postal Service and Military Postal Service inclusive) has been committed; solicits, induces, attempts or assists the offender to hinder or prevent his or her apprehension, trial or punishment is an accessory after the fact. Except as otherwise expressly provided by an act of Congress, an accessory after the fact is subject to not more than one-half the maximum sentence prescribed for the punishment of the principal. If the principle is punishable by death, the accessory will be imprisoned for not more than 20 years (18 USC, Suppl V9).

9. **Theft of Property Used by Postal Service.** Whoever steals, purchases or receives any property of the U.S. Postal Service or appropriates any such property to his or her own use, or to the use of another, or knowingly aids any such property in the hindrance or detriment of the public service, shall be fined or imprisoned not more than three years, or both; but if the value of such property does not exceed \$1,000, they shall be fined or imprisoned not more than one year or both (18 USC 1707).

10. **Uniform Code of Military Justice.** Article 82, Dereliction of Duty; Article 92, Failure to Obey Order or Regulation; Article 134, (Mail: taking, opening, secreting, destroying or stealing); Article 134, (Mail: depositing or causing to be deposited obscene matters in.)

11. I, \_\_\_\_\_, have read, had explained to me, and understand paragraphs 1 through 5.

MPC/UMC/MAIL ORDERLY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ POSTAL OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MPC ANNUAL UPDATE (SIGNATURE AND DATE): \_\_\_\_\_

**COMPLETED BY DIVISION OFFICER FOR MAIL ORDERLY DESIGNATION**

I, \_\_\_\_\_ (Division officer) certify that the nominated mail orderly meets all requirements listed in reference (a) and (b) and there are no existing circumstances that prevent the nominee from being appointed. If after the above individual is designated as a mail orderly any event occurs to which the individual no longer meets the requirements listed below, I will promptly notify the post office to terminate the individual's designation and nominate additional personnel to the duties. Above nominated mail orderly is authorized to receive the following mail:

Personal Envelope Acceptable	Official (AS)	Official (Regimental Code, U.S. Census Code)	Official (Storage Acceptable)
---------------------------------	------------------	---	----------------------------------

DIVISION OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**POST OFFICE USE ONLY**

Appointed Date: \_\_\_\_\_ Training Completed: \_\_\_\_\_ Reversion/Transfer Date: \_\_\_\_\_

DOD Form 5112/1 (Dec 94) S/N 5100-LP-128-4600





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## **DD – 285s**

- ❑ MAIL ORDERLIES MAY BE AUTHORIZED TO PICK UP:
- ❖ **All Personal Mail (Except Accountable)**
  - ❖ **All Official Mail (Except Accountable)**
  - ❖ **All Official Mail (Including Accountable)**

Mail Orderlies who are assigned to handle  
Official Register Mail:

- ❖ ***Must be eligible for a SECRET security clearance.***



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# MAIL COMPOSITION AND MAKE UP



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## DEFINITION

- ☐ Mail bearing an attention line or the addressee's name with a job title is considered to be **OFFICIAL**
- ☐ Mail bearing an individual's name but does not have a job title or the name in the attention line is considered to be **PERSONAL**
- ☐ Use discretion, it is common practice for activities outside of Department of Defense to address official business matters to an individual by name, and the address may or may not include a job title



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## **MAIL PREPARATION AND PACKAGING**

- ☐ **Originator's responsibility**
- ☐ **No masking tape**
- ☐ **Scotch tape should ONLY be used to reinforce a properly sealed flap (should cover the entire flap)**
- ☐ **Distribute weight evenly throughout package**
- ☐ **Remove old markings, labels, and barcodes**
- ☐ **Use correct size envelopes**
- ☐ **All size envelope flaps must be completely sealed (metal tabs & brass clips must be covered)**





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## **ADDRESS PLACEMENT**

Department of the Navy  
Commanding Officer  
Fleet Logistics Center  
P.O. Box 97  
Jacksonville, FL 32212-0097  
Official Business

Commander  
Global Logistics Support  
937 North Harbor Dr.  
San Diego, CA 92132-5000



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## **ADDRESS EXAMPLES**

### **RETURN ADDRESS**

**DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
ATTN: SUPPLY OFFICER  
HSM-60  
FPO AA 34099-0107  
OFFICIAL BUSINESS**

**The ‘ATTN’ line should always be the second or third line of the address and no information should be placed below the ‘City, State, Zip’ line.**

### **‘TO’ ADDRESS**

**COMMANDING OFFICER  
NAVAL HOSPITAL  
PSC 812 Box 3560  
FPO AE 09627-9997**

**COMMANDING OFFICER  
ATTN MEDICAL DEPT  
USS ABRAHAM LINCOLN CVN 72  
FPO AP 96612-2872**

*DEPARTMENT OF THE NAVY*’ is used for commands within DON.

*‘OFFICIAL BUSINESS’* will always be placed below the return address regardless of branch.



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## **ADDRESSING STANDARDS FOR OFFICIAL MAIL**

- ☐ **No handwritten addresses authorized on mail that requires postage**
- ☐ **Addresses should be typed**
- ☐ **5 line total limit for the 'To' address**
- ☐ **Minimum punctuation is authorized including the hyphen for a Zip+4**
- ☐ **Use the proper 5 digit ZIP Code (always use ZIP+4 for Mobile FPO/APO addresses)**
- ☐ **Using a generic '9999' or '0000' +4 will result in processing delays to your mail**



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## OFFICIAL MAIL

### REMEMBER:

- ☐ Names in Attention lines mean “Official”
- ☐ Names with a Title mean “Official”
- ☐ DO NOT return this mail to the Mail Center as directory mail. If the person whose name appears is no longer at your command, THIS IS STILL YOUR MAIL.
- ☐ Mobile commands with an FPO will use local addresses while in homeport.





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## **REGISTERED**

- ☐ Most secure
- ☐ Slowest (Require signature each time custody changes)
- ☐ Expensive
- ☐ Items that may be sent via REGISTERED MAIL are:

- ❖ ANY 'SECRET' MATERIAL (Mandatory)

(Also can be sent via USPS Express Mail or GSA authorized carrier in CONUS)

- ❖ NATO CONFIDENTIAL

- ❖ ALL CONFIDENTIAL TO FPO / APO ADDRESSES



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## **REGISTERED MAIL PREPARATION**

- ☐ **PS FORM 3877 (Firm Mailing Book) in duplicate**
- ☐ **Affix accountable labels at the top of the item between the return address and postage**
- ☐ **Cover and firmly seal all open edges of the item (i.e. flaps and seams) with water activated brown paper tape that will absorb an ink impression**
- ☐ **No padded envelopes**
- ☐ **No cellophane window envelopes**

*For more info, look in SECNAVINST 5510.36*



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## REGISTERED MAIL LABEL (L200)





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## PS FORM 3877 (Firm Mailing Book)

NAME AND ADDRESS OF SENDER

FISC SIGONELLA  
PSC 812 BOX 3560  
FPO AE 09627-9997

Check type of mail service

- ☐ Certified  
☐ COD  
☐ Delivery Confirmation  
☐ Express Mail  
☐ Insured

- ☐ Recorded Delivery (International)  
☒ Registered  
☐ Return Receipt for Merchandise  
☐ Signature Confirmation

Also Stamp Here  
(If issued as a  
certificate of mailing  
or for additional  
copies of this bill,  
it's return and  
date of receipt)

Article Number	Addressee (Name, Street, City, State & Zip Code)	Postage	Fee	Handling Charge	Act. Value (F. Regs.)	Insured Value	Due Sender (COD)	DC FEE	SC FEE	SH FEE	RD FEE	RR FEE
1	COMANDING OFFICER ATTN: PERSONNEL DEPT USS ABRAHAM LINCOLN (CVN-72) FPO AF 96612-2872											
2	COMNAVREG BJR PSC 817 BOX 0108 FPO AE 09622-0108											
3												
4												
5												
6												
7												
8												
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		Postmaster, Pay (Name of issuing employee)		See Privacy Act Statement on Reverse						

PS Form 3877, February 2002 (Page 1 of 2)

COMPLETED BY TYPEWRITER, INK OR BALL POINT PEN





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## **CERTIFIED MAIL**

- ☐ Available for only USPS First Class and Priority Mail
- ☐ Provides signature at office of destination
- ☐ Can be sent to FPO / APO addresses
- ☐ Items eligible:

**EEO material**

**Illegal ID Cards**

**Court summons**

**Traffic ticket**

**Dishonored checks**

- ☐ **CONFIDENTIAL MATERIAL**

**(Only to Designated DOD contractors IN-CONUS)\***

**\*SEE SECNAVINST 5510.36 FOR MORE DETAILS**



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## **CERTIFIED MAIL PREPARATION**

**OPTION FOR MAILING INDIVIDUAL ITEM:**

**☐ PS FORM 3800 Label and Receipt**

- ❖ Attach Label and Receipt to article**
- ❖ Make sure receipt portion is filled out**
- ❖ Accepting Mail Center or Post Office stamps receipt portion (command's proof of mailing) and return to mailer.**



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## CERTIFIED MAIL LABEL (PS FORM 3800)

7004 2890 0002 5114 3116

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**CERTIFIED MAIL™**

7004 2890 0002 5114 3116

7004 2890 0002 5114 3116

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

**OFFICIAL USE**

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To

Street, Apt. No.,  
or PO Box No.

City, State, ZIP+4

PS Form 3800, June 2002 See Reverse for Instructions



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## RETURN RECEIPTS

**Only allowed to non-government agencies, civilian firms, corporations, and private individuals when proof of delivery is required by law or regulation**

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"><li>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li><li>■ Print your name and address on the reverse so that we can return the card to you.</li><li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li></ul>	A. Signature <b>X</b> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to:	B. Received by (Printed Name) C. Date of Delivery
	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
	3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.
2. Article Number (Transfer from service label)	4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes
PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540	





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## **RETURN RECEIPTS**

UNITED STATES POSTAL SERVICE

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •



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## EXPEDITED SERVICES (FEDEX)

FedEx, USA Airbill		Tracking Number: 1234 5678 9010		Zone: 0215		Sender's Copy	
<b>1 From:</b> <input type="checkbox"/> Priority <input type="checkbox"/> Express <input type="checkbox"/> Overnight Date: 10/15/01 <b>1</b> 9999-9999-9 Sender's Name: Tyler Hanlon Phone: 602-555-1812 Company: 1234 Main Street Address: _____ City: Phoenix State: AZ Zip: 85034							
<b>2 Your Internal Billing Reference:</b> -SCN							
<b>3 To:</b> Recipient's Name: Liam Riley Phone: 404-555-8100 Company: Ridgeway Dev't Address: 2020 Vision Court City: Atlanta State: GA Zip: 30305							
<a href="http://www.fedex.com">Try online shipping at fedex.com</a> For complete FedEx airbill and service conditions go to <a href="http://www.fedex.com">www.fedex.com</a> Questions? Visit our Web site at <a href="http://www.fedex.com">www.fedex.com</a> or call 1-800-FedEx® 800-465-1338							
<b>4 Express Package Service</b> <input checked="" type="checkbox"/> FedEx Priority Overnight <input type="checkbox"/> FedEx 2Day <input type="checkbox"/> FedEx Standard Overnight <input type="checkbox"/> FedEx Express Saver				<b>4</b> <input type="checkbox"/> FedEx International Priority <input type="checkbox"/> FedEx International Economy			
<b>5 Express Freight Service</b> <input type="checkbox"/> FedEx Freight Economy <input type="checkbox"/> FedEx Freight Priority				<b>5</b> <input type="checkbox"/> FedEx Freight International			
<b>6 Packaging</b> <input type="checkbox"/> FedEx Envelope <input type="checkbox"/> FedEx Tube <input checked="" type="checkbox"/> Other				<b>6</b> <input type="checkbox"/> FedEx Box <input type="checkbox"/> FedEx Pallet			
<b>7 Special Handling</b> <input type="checkbox"/> Signature Required <input type="checkbox"/> Signature Restricted <input type="checkbox"/> Signature Adult <input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Hazardous <input type="checkbox"/> High Value				<b>7</b> <input type="checkbox"/> Insured <input type="checkbox"/> Registered Mail <input type="checkbox"/> Registered Mail Restricted			
<b>8 Payment</b> Bill to: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> Cash on Delivery				<b>8</b> <input type="checkbox"/> Bill to: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> Cash on Delivery			
<b>9 Signature</b> <i>Signature</i>				<b>9</b> <i>Signature</i>			



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## INTER-AREA MAIL (GUARD MAIL)

- ☐ **DEFINITION**: Any official correspondence sent between commands located within the servicing area of Mail Center
- ☐ Articles are addressed as regular Official Mail, or have appropriate route number and command title
- ☐ No postage is required
- ☐ **NOT FOR PERSONAL USE**



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# DIRECTORY MAIL

(ALSO KNOWN AS)

# UNDELIVERABLE AS ADDRESSED



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## DEFINITION

### Directory mail is:

- ☐ Mail that is undeliverable as addressed, because of an incomplete or incorrect address.
- ☐ Directory mail must be forwarded to addressee or returned to sender.
- ☐ Mail for personnel who have transferred.
- ☐ Mail for personnel unauthorized to use official mailroom.

NOTE: Official mail **MUST NOT** be directorized. This mail is addressed to Your Command, not to a private individual.





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## **OPNAV FORM 5110/5 CHANGE OF ADDRESS CARD (MILITARY PERSONNEL ONLY)**

<b>NOTICE OF CHANGE OF ADDRESS</b>			<b>DATE:</b>	
<small>OPNAV 5110/5 (Rev 3-90) S/N 0107-LF-009-2500</small>				
<b>NAME (Last, first, middle)</b>	<b>RANK / RATE</b>	<b>SOCIAL SECURITY NUMBER</b>		
<small><b>PRIVACY ACT STATEMENT:</b> Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. <b>PRINCIPLE PURPOSES:</b> To route or forward (directory) mail. <b>ROUTINE USES:</b> Used by military and civilian personnel in mail functions. Data are inspected by commanders, postal officers, and military and civilian inspectors. Disclosure is voluntary; however, failure to provide the requested information could result in inability to forward mail.</small>				
<b>NEW ADDRESS (Consult SNDL for address)</b>		<b>OLD ADDRESS (Attach mailing label for publisher)</b>		
<b>ESTIMATED REPORTING DATE</b>		<b>DEPENDENT'S NAME (if applicable)</b>		
<b>SIGNATURE</b>		<b>THIS SPACE FOR POSTAL CLERK</b>		
<b>FORWARD SECOND CLASS MATTER FOR 60 DAYS</b>				
<b>ITEM</b>	<b>YES</b>			<b>NO</b>
<b>MAGAZINES</b>				
<b>NEWSPAPERS</b>				

Directory file maintained on all military personnel utilizing OPNAV 5110/5



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## **DIRECTORY MAIL (FIRST CLASS & PRIORITY MAIL)**

### Forwarding Time Limits:

- ☐ *Transferred personnel - 12 months*
- ☐ *Students and TAD personnel - 3 months*
- ☐ *Mail for due to report personnel*

Hold for 30 days before returning to sender  
(verify with prospective gains/loss list)



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## **SECURITY OF THE MAIL**

- ☐ All mail must be provided sufficient security to prevent loss, damage, or compromise
- ☐ Mail should not be left unattended
- ☐ Mail shall not be delayed
- ☐ Personal mail should be delivered directly to the addressee, kept in a locked box that the mail orderly or unit mail clerk only has access to or returned to the post office for safe keeping.



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## **SECURITY OF THE MAIL (Continued)**

- ☐ Access to mailrooms should be limited to authorized personnel on official business.
- ☐ All PS Forms for accountable mail and DD Forms are kept on hand for a minimum of 2 years to maintain a chain of receipts
- ☐ Registered Mail, USPS Express Mail, and FedEx must be maintained under tight security until delivered. If retained overnight it must be kept in a GSA approved safe or registered mail cage.



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## **Mail Pick up & Delivery**

- ☐ Mail must be picked up from the Mailroom/Post Office daily by unit mail orderlies.
- ☐ Failure to do so is considered delay of mail and is in violation of USPS and DOD Postal Regulations.
- ☐ The Command's address must only be used for official business of the command
  - Exceptions:
  - ☐ At CONUS installations, Military personnel who reside in bachelor housing quarters where the USPS does not deliver to the quarters may receive personal mail at their command's official mailing address

At OCONUS installations all personnel and their dependents may receive personal mail at their command's official mailing address

Personnel may receive personal mail during the first 120 days after they join the organization. This allows time to establish a local residence address





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## **COMMON CAUSE FOR DELAYED MAIL:**

- ☐ Incoming and outgoing mail is not processed promptly.
- ☐ Often mail is not processed promptly when the person who normally handles it is unavailable due to leave, training, etc. Designate someone to distribute incoming mail for times when you are not available
- ☐ Inform personnel they must advise all their correspondents to send personal mail to their home address



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## **TRANSPORTATION**

- ☐ **Pick-up and delivery should be made in an enclosed, lockable Government vehicle**
- ☐ **Privately Owned Vehicles (POV) can be used only during emergency situations or when authorized by the Commanding Officer in writing**

***(Copy must be provided to the Post Office or Mail Center where daily pickup is made)***



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## **ACCOUNTABILITY**

*As a mail orderly or unit mail clerk, you are held liable and accountable for all mail until it is delivered to the addressee. You can be subject to administrative discipline, court martial, or criminal prosecution for offenses against the mail.*



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## **SUMMARY**

**You should now have the basic fundamental knowledge to handle your commands Official and Personal Mail.**

**As always, contact your serving Mail Center or Post Office with any questions or concerns.**



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## **REFERENCES**

**DOD OFFICIAL MAIL MANAGEMENT DODI 4525.08**

**DOD OFFICIAL MAIL MANUAL 4525.8-M**

**DOD POSTAL MANUAL 4525.6-M**

**SECNAVINST 5510.36**

**OPNAVINST 5218.7 series**

**OPNAVINST 5112.6 series**

**USPS DOMESTIC MAIL MANUAL**

**USPS INTERNATIONAL MAIL MANUAL**

**USPS PUB 28 & 221**

**[WWW.USPS.COM](http://WWW.USPS.COM)**



U.S.



WELLS  
FARGO

MAIL



# CERTIFICATE OF COMPLETION

THIS CERTIFICATE CERTIFIES THAT

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HAS SUCCESSFULLY COMPLETED  
The NAVSUP FLC Jacksonville  
Mail Orderly Training

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DATE

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SIGNATURE

NAVSUP Fleet Logistics Center Jacksonville